

APPROVED BY PERSONNEL COMMITTEE

Date Description Approved: 8/25/92

Date Classification Approved: No Change

TO BE COMPLETED BY HUMAN RESOURCES OFFICE ONLY

Date Classified: No Change

Classification: Registered Sanitarian

Colleen L. Schultz  
Human Resources Director

WINONA COUNTY

POSITION DESCRIPTION

1. Position Title: Registered Sanitarian

2. Department: Community Health Services

3. Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(I have read and understand this position description)

4. Department Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(I have reviewed and approve of this position description)

5. Reportability

a. Reports to: Environmental Health Supervisor

b. Supervises:

DISCRETION	% TIME	PRIORITY	6. Principal Responsibilities, Tasks, and Performance Indicators.
A	35	A	I. Maintain Water Quality Program A. Provide inspections of water supplies to ensure the location & construction does not endanger public health. B. Provide inspections of on-site sewage treatment systems. C. Investigate water well complaints. D. Issue orders for water quality ordinance compliance when appropriate.
A	35	A	II. Maintain Food, Beverage & Lodging Program Activities. A. Provide inspections for Food, Beverage & lodging, public swimming, vending machines, recreational camping areas & manufactured home parks. 1. Facilities must comply with the Winona County Ordinances in order to acquire/maintain license.

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7. Machines or equipment used regularly in this position:

CRT & associated printer; copy machines, static water level indicator, topography maps & subdivision plats, hand level and camera.

8. Annual Operating Budget (department managers or supervisors only):

9. If you are accountable for spending or approving the expenditure of funds, describe your authority and list the amount:

10. Freedom to act and problem solving:

Enforcement of the principles, practices and techniques of public health & environmental sanitation.

11. Who reviews your work:

Environmental Health Supervisor

12. Knowledge, skills, abilities, and experience necessary for effective job performance:

Comprehensive knowledge of the principles, practices & techniques of public health & environmental sanitation. Comprehensive knowledge of state & local laws & ordinances regarding public health & environmental sanitation. Ability to plan, develop & organize environmental sanitation operations. Ability to establish & maintain effective working relationships with others. Demonstrated ability in effective oral & written communications.

13. (TO BE COMPLETED BY THE SUPERVISOR)

Typing is: ☐ essential ☐ incidental to this position and requires \_\_\_\_\_ % of the employees time.

Employee must type a minimum of \_\_\_\_\_ WPM with \_\_\_\_\_ errors.

Shorthand is: ☐ essential ☐ incidental to this position and requires \_\_\_\_\_ % of the employees time.

14. Employee's comments:

15. Supervisor's comments:

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